WEEKEND COLLEGE

AT

BAY RIDGE

FALL 1980 XAVERIAN HIGH SCHOOL

Bay Ridge Extension, Room M521
Long Island University / The Brooklyn Center
University Plaza
Brooklyn, New York 11201

Non-Profit Org.
U.S. POSTAGE
PAID
Brooklyn, N.Y.
Permit No. 3957

OUR SIXTH YEAR IN BAY RIDGE

ADMISSION

If you have a high school diploma or equivalent, you may register for undergraduate weekend courses as a non-matriculant.

If you hold a Baccalaureate degree from an accredited institution, you may register for graduate weekend courses as a special student.

If you are a qualified high school student in your senior year, you may register for undergraduate basic and core weekend courses with the recommendation of your guidance counselor. Your counselor must sign your registration form.

Admission to undergraduate or graduate courses in no ways implies matriculation. However, undergraduate credits earned as a non-matriculant may be applied towards a degree following matriculation. Graduate credits earned as a special student may be applied toward a graduate degree with approval of the appropriate Dean of the respective College or School.

If you wish to matriculate for an undergraduate or graduate degree, check the appropriate box on the application form. During the semester, the Admissions Office will communicate with you. In order to matriculate, undergraduate and graduate students must meet all admission requirements.

REGISTRATION PROCEDURES

To register by mail: Complete the form provided in this brochure and send it, together with a check or money order, or notation of your Bank Americard/Visa or Master Charge number **(NO CASH WILL BE ACCEPTED)** to:

Bay Ridge Extension, Room M517C
The Brooklyn Center, Long Island University
Brooklyn, New York 11201

Mail registrations must be received no later than three (3) days before your class begins. Your receipted bill will be mailed to you.

To register in person: Come to the Bay Ridge Extension on Saturdays from 9:00 a.m. to 1:00 p.m. Beginning September 20.

TUITION AND FEES

Registration fee per session for undergraduate and graduate students (non-refundable)	$ 15
Tuition per undergraduate credit	$122
Tuition per graduate credit	$131
Non-credit tuition—per course, as indicated by course title	
Non-credit registration fee (non-refundable)	$ 5

Student Loans—Students taking at least six credits are eligible for New York Higher Education Services Corporation loans ranging from $375 to $625 for undergraduate students per semester and $1250 for graduate students per semester. Applications are available at any Savings or Commercial Bank. A student affadavit, which may be obtained in the Financial Aid Office, is also required. Both documents require notarization. If you have any questions, please contact The Brooklyn Center's Financial Aid Office, Room S310, or call 834-6050.

Withdrawal—Refunds of tuition for withdrawal from classes are made in accordance with the following:

	7-8 week courses	14 week courses
Prior to start of classes	Full Refund (except registration fee)	
On or before date of second session	70%	90%
On or before date of third session	30%	75%
On or before date of fourth session	No refund	50%
On or before date of fifth session		25%
On or before date of sixth session		No refund

ACADEMIC CALENDAR—FALL 1980

REGISTRATION, MAIL	Through September 19
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Xaverian Holidays	October 11, November 1
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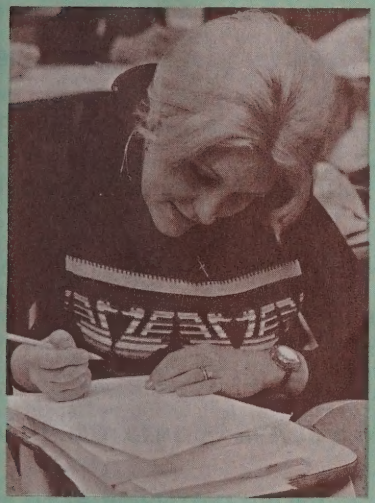
Pursue your professional and personal goals at a college within your own community



- Accessibility • Retraining • New careers
- Upgrading for advancement
- Small classes—personal attention
- College courses on Saturdays, undergraduate and graduate, liberal arts and business
- Non-credit courses for personal enrichment or professional advancement
- Student loans available for students taking six credits or more
- Combine with other Brooklyn Center programs for graduate or undergraduate degrees
- Credit card payment acceptable

Achieve your educational goals on weekends in a convenient, attractive setting

SPECIAL PROGRAM

Educate and Entertain Your Child While You Take a Course...

CREATIVITY WORKSHOP FOR CHILDREN
(Ages six to ten)

7 weeks on Saturdays from 9:20-11:20 a.m.
See course description for SII 223

For further information, call 834-6268, 6032 or write to

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ADULT EDUCATION COURSES

SII 226. NEW YORK ART MUSEUM TOURS

A contemporary artist will serve as a guide through the network of art collections from around the world currently housed in New York's finest museums. Participants will visit the Brooklyn Museum, the Museum of Modern Art and the Metropolitan Museum of Art. These visits will be supplemented by classroom lectures and slide presentations that will enhance the students appreciation of works to be viewed.

SII 227. REPARENTING YOURSELF/PARENTING YOUR CHILD: AN INNOVATIVE APPROACH TO PARENT EFFECTIVENESS TRAINING (P.E.T.)

Is it possible to parent our children effectively with the parenting we received? And — what do we mean by "effectively?" Is there a difference between selfish, selfless and selfness — must parents' rights and children's rights conflict? Your freedom to be your own person is dependent on knowing how to maintain the balance between freedom form your children and responsibility for their well-being. This experiential workshop will cover the following areas:

- Exploring the impact of one's early childhood programing on his or her child/ren.
- Learning what we and our children need to grow up to be self-loving and self-accepting adults.
- Developing warmer and closer relationships with our children.

SII 228. STAMP COLLECTING FOR FUN AND INVESTMENT

An introductory course in U.S. Stamp Collecting designed for the novice and covering a brief survey of U.S. Stamps with emphasis on their identification and evaluation. Also included: care and cataloging of stamps, quality determination, and pricing policy. Whenever possible, actual stamps will be exhibited.

SII 229. NUTRITION FOR THE 80's: A GUIDE FOR SURVIVAL

Nutrition awareness is at an all-time high, yet the American public is steadily bombarded with conflicting opinions, advice, and advertising claims concerning foods and diets. This course, taught by a registered dietician, will offer a common sense approach to individual food selection and menu planning that is consistent with the maintenance of good health and the prevention of illness. Topics covered include: A daily guide to food eating, food advertising, behavorial modification for weight control, coping with fast foods and super markets, and reducing risk for heart disease.

SII 230. JEWELRY APPRAISAL

What you always wanted to know about the true value of antique, costume, and fine jewelry—and could not get anyone to tell you! A comprehensive and accurate presentation of facts—including an introduction to industrial terminology—will enable students to become knowledgeable in the buying and selling of jewelry. Topics include: precious metals—gold, silver, and platinum; stones—precious and semi-precious; ivory, enamel and jade; antiques; selling your own gold; and automation vs. hand-made.

SII 231. THE GENIUS OF ITALIAN RENAISSANCE ART

A survey of the art of the Italian Renaissance will highlight the lives, times, and styles of the artistic giants who emerged during the late 13th Century (Dugento) through the 16th Century (Cinquecento). Classroom discussion will be augmented by slide presentations that will include works by the Florentine experimentalists Cimabue and Giotto; the elegant Sienese paintings of Duccio and Martini; Masaccio and Uccello, masters of form, composition and color; and the monumental achievements of Leonardo, Raphael, Michelangelo, Titian, and Corregio.

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On October 2nd, Long Island University will again offer this intensive, 6 month Certificate program at the Bay Ridge Extension. Taught by a faculty of practicing attorneys who are specialists in their respective areas of instruction, the Paralegal Studies Program provides practical, marketable training in a total of seven legal areas, including Legal Research. This program also provides Special Seminars by practicing Paralegal and Internship opporutnities. Through the Program's Office of Employment Resources, graduates have enjoyed tremendous success in attaining meaningful positions with numerous types of organizations, including law firms and major corporations.

Appliants must hold a Bachelor's Degree *or* have employment experience in a legally oriented or related capacity. For further information contact the LIU Paralegal Office at (212) 834-6366 or write the Paralegal Studies Program at Long Island University.

Long Island University University Center, Greenvale, New York

LOC	SOC. SEC. NO.	DATE
B	085 30 0941	02 25 81

EMPLOYEE'S STATEMENT OF EARNINGS AND DEDUCTIONS

TOT. HRS.	O/T HRS.	REG. PAY	O/T PAY	OTHER EARN	TOT. EARN	SOA	SRA
				400 00	400 00		

TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX	TIAA
400 00	31 05	26 60	7 84	68	

HOSP.	LIFE INS.	U. DUES	BONDS	OTHER DED.	NET PAY
					333 83

CONTINUING ED. FALL 1980

YEAR TO DATE

TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX
400 00	31 05	26 60	7 84	68

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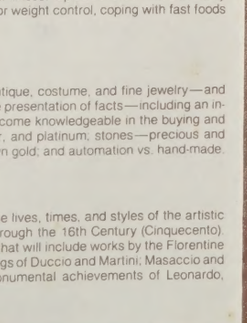

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Course Listings — Credit

UNDERGRADUATE COURSES

Course No.	Course Title	Cred.	No. Wks.	Sect.	Day	Times From	Times To
ACC 1	PRINCIPLES OF ACCOUNTING I	3	14	XNQ	SAT	9:20	1:00
ACC 2	PRINCIPLES OF ACCOUNTING II	3	14	XNQ	SAT	9:20	1:00
ART 142	THE ARTS IN THE TWENTIETH CENTURY	3	14	XRT	SAT	1:00	3:40
ECO 1	INTRO. TO ECONOMICS	3	14	XNP	SAT	9:20	12:00
ENG 11	ENGLISH COMPOSITION	3	14	XRT	SAT	1:00	3:40
ENG 12	ENGLISH COMPOSITION	3	14	XNP	SAT	9:20	12:00
ENG 23	THE POEM	3	14	XRT	SAT	1:00	3:40
FIN 1	PRINCIPLES OF FINANCE	3	14	XNP	SAT	9:20	12:00
IIS 101	ELEMENTS OF DATA PROCESSING	3	14	XRT	SAT	1:00	3:40
JOU 1	INTRO. TO JOURNALISM MEDIA	3	14	XNP	SAT	9:20	12:00
JOU 126	ADVERTISING	3	14	XNP	SAT	9:20	12:00
LAW 21	INTRO. TO LAW & LEGAL REASONING	3	14	XRT	SAT	1:00	3:40
MAN 1	PRINCIPLES OF MANAGEMENT	3	14	XNP	SAT	9:20	12:00
MAN 150	MANAGERIAL PLANNING & CONTROL	3	14	XNP	SAT	9:20	12:00
MSC 130	REPORT WRITING FOR BUSINESS	3	14	XNP	SAT	9:20	12:00
MKT 1	THE FUNDAMENTALS OF MARKETING	3	14	XRT	SAT	1:00	3:40
MKT 122	MARKETING MANAGEMENT	3	14	XNP	SAT	9:20	12:00
MA 126	ADVERTISING	3	14	XNP	SAT	9:20	12:00
MA 142	THE ARTS IN THE TWENTIETH CENTURY	3	14	XRT	SAT	1:00	3:40
POL 11	AMERICAN GOVERNMENT & POLITICS	3	14	XNP	SAT	9:20	12:00
POL 123	POLITICAL PARTIES & POLITICAL BEHAVIOR	3	14	XRT	SAT	1:00	3:40
PSY 107	CHILD PSYCHOLOGY	3	14	XNP	SAT	9:20	12:00
PSY 109	PERSONALITY	3	14	XRT	SAT	1:00	3:40
PP 20	THE ENTERPRISE SYSTEM	3	14	XNP	SAT	9:20	12:00
QA 128	BUSINESS STATISTICS	3	14	XRT	SAT	1:00	3:40

GRADUATE COURSES

Course No.	Course Title	Cred.	No. Wks.	Sect.	Day	Times From	Times To
ACC 501	ACCOUNTING	3	14	XNP	SAT	9:20	11:20
ART 523	TEACHING ART TO CHILDREN	3	14	XNP	SAT	9:20	11:20
EDU 520	READING & CRITICAL THINKING	3	14	XNP	SAT	9:20	11:20
EDU 663	THE EXCEPTIONAL CHILD	3	14	XQR	SAT	12:00	2:00
ENG 579	SCIENCE FICTION	3	14	XRS	SAT	1:00	3:00
FIN 501	CORP. FINANCE & FINANCIAL MARKETS	3	14	XNP	SAT	9:20	11:20
GUI 657	FAMILY COUNSELING IN AN URBAN SETTING	3	14	XNP	SAT	9:20	11:20
GUI 660a	PRACTICUM IN GROUP WORK	3	14	XRS	SAT	1:00	3:00
MAN 501	MANAGEMENT OF THE ENTERPRISE	3	14	XNP	SAT	9:20	11:20
MAN 665	ORGANIZATIONAL BEHAVIOR	3	14	XQR	SAT	12:00	2:00
MKT 501	PROCESS OF MARKETING	3	14	XQR	SAT	12:00	2:00
QA 512	STATISTICS	3	14	XNP	SAT	9:20	11:20

CLASSES BEGIN SEPTEMBER 27

Course Listings — Non-Credit

BUSINESS, SECRETARIAL, AND SKILLS COURSES

Course No.	Course Title	Fee	No. Wks.	Sect.	Day	Times From	Times To
BSI 1	STENOGRAPHY I	$110	14	XNP	SAT	9:20	11:20
BSI 9	STENOGRAPHY II	$110	14	XQR	SAT	12:00	2:00
BSI 2	TYPING I	$110	14	XQR	SAT	12:00	2:00
BSI 3	TYPING II	$110	14	XNP	SAT	9:20	11:20
BSI 4	BOOKKEEPING	$130	14	XNQ	SAT	9:20	12:20
BSI 11	COMBINATION — BSI 1 & BSI 2	$210	14	XNR	SAT	9:20	2:00
BSI 12	MEDICAL OFFICE PROCEDURES	$120	14	XNQ	SAT	9:20	12:35
BSI 18	HOW TO START YOUR OWN BUSINESS	$20	1*	XOQ	SAT	10:00	12:00
BSI 20	PERSONAL REAL ESTATE INVESTMENT	$65	7	XNP	SAT	9:20	11:20
BSI 23	TRAVEL I: TOOLS OF THE AGENT	$110	14	XNP	SAT	9:20	11:20
BSI 25	TRAVEL II: TOUR PROGRAM ANALYSIS	$110	14	XPR	SAT	11:30	1:30
BSI 28	PRINCIPLES OF REAL ESTATE FOR SALESPERSONS	$150	15	XNQ	SAT	9:20	12:20
BSI 37	PRINCIPLES OF REAL ESTATE FOR BROKERS	$150	15	XQT	SAT	12:30	3:30
BSI 42	BUSINESS MATH	$110	14	XRS	SAT	1:00	3:00
BSI 50	LEGAL OFFICE PROCEDURES	$110	14	XQR	SAT	12:00	2:00
BSI 52	CONTINUING EDUCATION FOR REAL ESTATE BROKERS & SALESPERSONS	$150	10	XNQ	SAT	9:20	12:20

*THIS SEMINAR WILL TAKE PLACE ON SEPTEMBER 27

ADULT EDUCATION COURSES

Course No.	Course Title	Fee	No. Wks.	Sect.	Day	Times From	Times To
SII 1	SPEED READING	$95	7	XNQ	SAT	9:20	12:20
SII 24	VOICE & DICTION	$60	7	XNP	SAT	9:20	11:20
SII 27	PHOTOGRAPHY	$50	7	XNP	SAT	9:20	11:20
SII 45	ENGLISH AS A SECOND LANGUAGE	$95	14	XNP	SAT	9:20	11:20
SII 47	DRAWING & PAINTING	$95	14	XNP	SAT	9:20	11:20
SII 69	BASIC GUITAR	$95	14	XNP	SAT	9:20	11:20
SII 77	STAINED GLASS WORKSHOP	$60	7	XNO	SAT	9:00	11:00
SII 112	INTRODUCTORY ITALIAN	$95	14	XNP	SAT	9:20	11:20
SII 117	19th CENT. N.Y.: GREENWOOD CEMETERY	$50	6	XRS	SAT	1:00	3:00
SII 118	ASSERTIVENESS TRAINING	$50	7*	XNP	SAT	9:20	11:20
SII 141	BIOFEEDBACK TRAINING	$50	7	XNP	SAT	9:20	11:20
SII 142	NON-FICTION WRITING WORKSHOP	$50	7	XNP	SAT	9:20	11:20
SII 201	WEIGHT CONTROL WORKSHOP	$50	7	XQR	SAT	12:00	2:00
SII 205	VOCABULARY BUILDING FOR ADULTS	$50	7	XNP	SAT	9:20	11:20
SII 223	CREATIVITY WORKSHOP FOR CHILDREN	$50	7	XNP	SAT	9:20	11:20
SII 224	CALLIGRAPHY	$50	7	XNP	SAT	9:20	11:20
SII 225	CREATIVE HANDICRAFTS	$95	14	XNP	SAT	9:20	11:20
SII 226	NEW YORK ART MUSEUM TOURS	$50	7	XRS	SAT	1:00	3:00
SII 227	PARENTING	$50	7	XQR	SAT	12:00	2:00
SII 228	STAMP COLLECTING FOR FUN & INVESTMENT	$50	7	XNP	SAT	9:20	11:20
SII 229	NUTRITION IN THE 80's	$50	7	XOQ	SAT	10:00	12:00
SII 230	JEWELRY APPRAISAL	$95	14	XRS	SAT	1:00	3:00
SII 231	THE GENIUS OF ITALIAN RENAISSANCE ART	$50	7	XNP	SAT	9:20	11:20

*THIS COURSE (ASSERTIVENESS TRAINING) WILL MEET FOR 7 SESSIONS EXCLUDING OCTOBER 4, 11 & NOVEMBER 1

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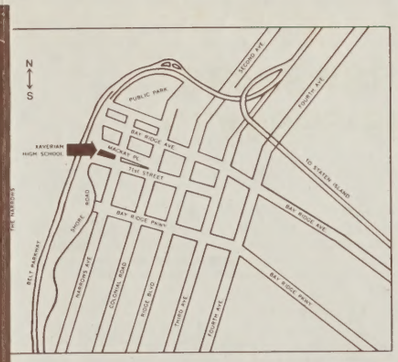

TRAVEL DIRECTIONS

Xaverian High School is located at 7100 Shore Road, Brooklyn, between Mackay Place and 71st Street, and can be conveniently reached by public transportation.

By Subway: BMT Subway: RR train to Bay Ridge Avenue station. Then take No. 34 or No. 9 bus (both marked Shore Road) to 71st Street.

By Bus: No. 37 Bus from downtown Brooklyn to Third Avenue and Bay Ridge Avenue (69th St.). Transfer to No. 34 or No. 9 bus, get off at 71st Street.

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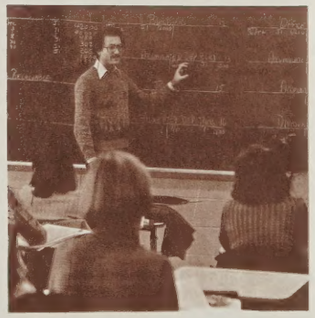
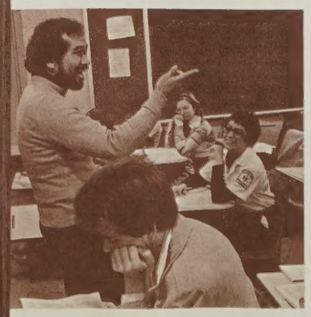




REGISTRATION FORM

Social Security Number

Last Name | First Name | M.I.

Address | Sex | Date of Birth

City | State | Zip Code

Home Phone \ Area Code | Bus. Phone \ Area Code

Citizenship: _____ If not U.S.A., type of visa _____

Last High School attended: _____ Year of graduation: _____

Location of School: _____ City _____ State

Colleges: Name / Address / Degree / Dates attended

COURSES DESIRED				
LOCATION	COURSE CODE	COURSE NO.	CREDITS	SECTION
BR				
BR				

If the above courses are cancelled, please register me for:				
LOCATION	COURSE CODE	COURSE NO.	CREDITS	SECTION
BR				
BR				

Please answer:	Yes	No
Please enroll me in the Business Certificate Program.	☐	☐
Are you currently a matriculated Brooklyn Center student?	☐	☐
Have you in the past attended The Brooklyn Center?	☐	☐
Do you wish to matriculate as an undergraduate student?	☐	☐
Do you wish to matriculate as a graduate student?	☐	☐
Do you hold a Baccalaureate degree?	☐	☐
Is this your first enrollment in this program?	☐	☐
If no, indicate date of last attendance:		

I understand that my enrollment in weekend courses in no way implies matriculant staius in a degree program at The Brooklyn Center of Long Island University.

Date _____ Signature _____

COMPUTATION OF TUITION AND FEES:

Tuition: Undergraduate $122 per credit / Graduate $131 per credit _____ ☐ Check enclosed in amount of _____

Registration Fee $15 (non-refundable) _____ ☐ Please charge my credit card account:

Non-Credit course fee _____ ☐ Master Charge ☐ Bank Americard/Visa

Non-credit registration fee $5.* _____ Name of Cardholder _____

Total _____ Amount to be charged: $ _____

*For students registering only for non-credit courses. Card No.: _____

I have read the registration regulations. This program conforms to them. Expiration Date: _____

Student's Signature: _____

Date: _____ Signature of High School Guidance Counselor or Advisor

Long Island University University Center, Greenvale, New York

LOC	SOC. SEC. NO.	DATE
B	085 30 0941	02 25 81

EMPLOYEE'S STATEMENT OF EARNINGS AND DEDUCTIONS

TOT. HRS.	O/T HRS.	REG. PAY	O/T PAY	OTHER EARN	TOT. EARN	SOA	SRA
				400 00	400 00		

TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX	TIAA
400 00	31 05	26 60	7 84	68	

HOSP.	LIFE INS.	U. DUES	BONDS	OTHER DED.	NET PAY
					333 83

CONTINUING ED. FALL 1980

YEAR TO DATE				
TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX
400 00	31 05	26 60	7 84	68

164328

Course Descriptions – Credit Courses

UNDERGRADUATE COURSES

ACCOUNTING 1,2. PRINCIPLES OF ACCOUNTING

A fundamental course in the principles and theory of accounting applied to business organizations. Consideration is given to the recording process, income determination, and the effect of accounting concepts on financial statements and cost relationships for managerial control. The course also covers the basic concepts of automated data processing installations, specifically as they relate to the movement of work to the computer under control. Students are required to solve a set of basic financial and managerial accounting problems with the utilization of the computer. Computer applications, integrated throughout all advanced course work in accounting, are a logical extension of the concepts developed at the introductory stage. Three credits per semester.

ART 142. THE ARTS IN THE TWENTIETH CENTURY

Survey of traditional and avant-garde arts as they have been modified by the technological innovations of our era. An interdisciplinary course involving contributions from art, photography, music, literature, and theatre. Three credits.

ECONOMICS 1. INTRODUCTION TO ECONOMICS

A study of economic principles and problems and their application to the American economy. This course stresses the macroeconomic aspects; that is, the broad aggregates like the nature of economics and of economic systems; the monetary and banking system; the total levels of output, income and employment; economic growth and inflation; and public policy for acheiving economic stability and growth. Three credits.

ENGLISH 11, 12. ENGLISH COMPOSITION

English 11 is an intensive expository writing course—from modes of paragraph development to the fully developed essay. English 12 focuses on research techniques and on writing based on outside source material—summarizing and paraphrasing, outlining, reports, documentation. Three credits per semester.

ENGLISH 21. THE POEM

This introductory literature course has a double purpose: (a) to give the reader insight into the mechanics of the specific literary form—How does it work? and (b) to enable the reader to become his own critic—is it any good? This is a course in how to read and how to judge the value of what is read. Three credits.

FINANCE 1. PRINCIPLES OF FINANCE

A survey course whose framework is the financial markets and the sources and uses of funds. Emphasis is placed on the determination of the specific assets a firm should acquire and the least cost methods of financing these assets. Topics investigated include the management of cash, inventories and receivables; selection of alternative investments; short and long term sources of financing; the cost of capital; capital structure. The course includes the elements of real estate and consumer finance. Also covered are the principles of foreign trade. Three credits.

INTEGRATED INFORMATION SYSTEMS 101. ELEMENTS OF DATA PROCESSING

Basic concepts of data processing, hardware and software, flowcharting, decision tables, testing and control techniques. Overview of computer languages with emphasis on programming in BASIC. Three credits.

JOURNALISM 1. INTRODUCTION TO JOURNALISM MEDIA

The influence, function, and understanding of mass communications, with emphasis on journalism media. Three credits.

JOURNALISM 126. ADVERTISING

Principles of advertising, including all phases of print and broadcasting, agency and media operations. Creative, media, production, traffic and account management functions will be considered in addition to case studies. Three credits.

LAW 21. INTRODUCTION TO LAW AND LEGAL REASONING

The foundation course for all other offerings in law. This course introduces the student to the functioning of the legal system in the resolution of disputes, including the mechanics of litigation and enforcement procedures. It explores the nature of legal reasoning, with particular emphasis on the role of precedent, *stare decisis*, and the mechanisms of change within the system. The law of contracts is examined in detail, and its foundational relation to corporations, partnerships, property, sales and other fields of business law is discussed. The course concludes with the employer-employee relationship and law of agency, which is also discussed in its relation to other fields of business law. This course may be used in partial satisfaction of liberal arts electives. Three credits.

MANAGEMENT 1. PRINCIPLES OF MANAGEMENT

The human, material, and capital resources of the enterprise must be managed effectively and efficiently. The practice of management requires foresight, intellectual skill, conceptual insight into business realities, and judgement. This course presents the process of managing as a rational and orderly activity leading to optimal results. Salient topics given special emphasis are environmental opportunities and constraints, entrepreneurship, planning and control, formal organization structure, the multidimensionality of organizations, individual and interpersonal behavior, and executive decision making. Three credits.

MANAGEMENT 150. MANAGERIAL PLANNING AND CONTROL

Prerequisites: Management 1, Accounting 1.

The management process of setting an organization's goals and objectives and the development of strategic and operational plans to accomplish these objectives effectively and efficiently. The course views the firm as a single system and stresses forecasting techniques, long-range and short-range planning, and the goal congruence of subsystems, allocation of resources, managerial budgeting, organizational relationships, and methods to evaluate and control financial and non-financial performances are studied. Three credits.

MANAGERIAL SCIENCES 130. REPORT WRITING FOR BUSINESS

One of the most important assets a student aspiring to become a business executive can acquire is the ability to write clear, concise, logical English. The major emphasis of the course is on critical evaluation and analysis of written material and of factual information, with a view to reviewing the fundamentals of how to read critically, how to gather and evaluate data, how to present evidence to support conclusions, and how to make recommendations in clear, concise, logical language. The student is encouraged to approach the limits of his present skill. With basic instruction, the receptive student will continue to work for the more sophisticated concepts of style and viewpoint, which are largely self-taught. This course may be used in partial satisfaction of liberal arts electives. Three credits.

MARKETING 1. THE FUNDAMENTALS OF MARKETING

A detailed and critical analysis of the nature and purpose of marketing, designed to give the student an overall view of the field. Emphasizes the importance of integration and coordination of marketing activities so that practice and procedure can be geared to understanding effective operations. Consideration is given to such areas as the consumer and market, product planning and development, distribution structure, pricing, marketing research, advertising and sales promotion, and the marketing of industrial goods and services. A fundamental approach to the area of model construction in marketing is also examined. Three credits.

MARKETING 122. MARKETING MANAGEMENT

An analysis of the principles of professional management in relation to the marketing objectives of the enterprise; the concerns are with the nature and scope of marketing management, major considerations that influence decisions, competition, demand analysis, cost and profit analysis, cost concepts and measurements, profit criteria and measurement, distribution cost analysis, and product planning. Three credits.

MEDIA ARTS 126. ADVERTISING

Principles of advertising, including all phases of print and broadcasting, agnecy and media operations. Creative, media, production, traffic and account management functions will be considered in addition to case studies. Three credits.

MEDIA ARTS 142. THE ARTS IN THE TWENTIETH CENTURY

Survey of traditional and avant-garde arts as they have been modified by the technological innovations of our era. An interdisciplinary course involving contributions from art, photography, music, literature, and theatre. Three credits.

POLITICAL SCIENCE 11. AMERICAN GOVERNMENT AND POLITICS

Analysis of the structure and powers of the national government and its relationship to citizens. Topics include constitutional principles and federalism; political parties and the election process; the operations of the legislative, executive and judicial branches. Three credits.

POLITICAL SCIENCE 123. POLITICAL PARTIES AND POLITICAL BEHAVIOR

Role of political parties in American government, including problems in respect to organization, finance, campaigns, issues, and candidates; relationship to the citizen-voter, and trends in recent studies on political leadership, election research and political behaviorism. Three credits.

PSYCHOLOGY 107. CHILD PSYCHOLOGY

A study of both the descriptive and psychodynamic aspects of individual development from birth to puberty, including trends in child care, and motor, emotional, intellectual, and social development. Consideration of special problems of infancy, toddlerhood, pre-school years, pre-adolescence and puberty. Three credits.

UNDERGRADUATE COURSES

PSYCHOLOGY 109. PERSONALITY

The dynamics of personality adjustment, with an analysis of constitutional and environmental interaction in personal development with some attention to different theoretical viewpoints. Three credits.

PUBLIC POLICY 20. THE ENTERPRISE SYSTEM

This course sets the scene for the study of business administration by providing a broad matrix into which the various aspects of business to be studied will fit. There is examination of the relationship of business in the social, economic and political environment, study of the functions of the firm as they are affected by the consumer, the union, government, and by international developments. Other topics include the factors behind the growth of the American economy, the free enterprise system compared with other economic systems, the nature of the leader, and the concept of the social responsibility of business. Three credits.

QUANTITATIVE ANALYSIS 128. BUSINESS STATISTICS

Foundations in statistical methods as they apply to the analysis of business conditions and projections. Topics covered include the following: graphic and tabular representations, measure of central tendency and dispersion, probability, binomial and normal distributions, sampling distributions and hypothesis testing, regression and correlation analysis, index numbers and time series. This course may be used in partial satisfaction of liberal arts electives. Three credits.

GRADUATE COURSES

ACCOUNTING 501. ACCOUNTING

This course is designed to serve the needs of the graduate student not intending to specialize in accounting as well as to equip the student intending to become an accounting specialist with the tools for successful progress in future courses. It is devoted to a study of basic accounting concepts and methods, and their significance to management and to the financial analyst. Areas treated, among others, include an introduction to financial statement analysis, the measurement of income and capital, accounting for fixed assets, inventory costing and price level changes, measuring and accounting for corporate debt, and corporate investments in securities. Attention is also focused on the handling of mass data through utilization of the computer. The course does not require previous training in accounting. Three credits.

ART 523. TEACHING ART TO CHILDREN

An intensive, hands-on workshop primarily for teachers of elementary school children. The aim is to discover and develop the teacher's own untapped sources of creativity through the uses of a variety of easily obtainable art materials. Teachers will learn to recognize specific methods of eliciting meaningful creative responses from their students through appropriate means of introducing materials, ideas and skills. Three credits.

EDUCATION 520. READING AND CRITICAL THINKING

An analysis of reading instruction and the reading process as related to the thinking process. Focuses upon comprehension skills such as problem solving, decision making, generalizing, sequencing, and critical judgement. Designed to help teachers understand and stimulate thinking through reading. Specialized approaches for the urban educator as well as backgrounds in linguistics and semantics are included. Three credits.

EDUCATION 663. THE EXCEPTIONAL CHILD: AN OVERVIEW

Prerequisite: Course in child development or educational psychology.

A basic psychological and educational overview of the major areas of disability and impairment—mental, physical, neurological, and emotional—in children. Three credits.

ENGLISH 579. SCIENCE FICTION

Course designed to explore one of the exciting and innovative genres in 20th Century literature. Space devoted to leading science fiction writers. Three credits.

FINANCE 501. CORPORATION FINANCE AND FINANCIAL MARKETS

Prerequisite: Acctg. 501 or the equivalent.

A survey of the financial structure of the firm, its demand for funds to finance the acquisition of assets (such as inventory, and plant and equipment), the sources (short-term and long-term, internal and external) available to satisfy this demand, and the techniques for selection among these sources. Analysis of the firm's capital structure and alternative financing sources and techniques will also be covered. The main thrust of the course will be on the capital budgeting, and the investment and dividend decision of a corporation. The course also covers a study of the structure of the financial system, with emphasis on the supply of and demand for loanable funds, and the term structure of interest rates. The impact of monetary and other governmental policies on interest rates and flows of funds are also discussed. Three credits.

GUIDANCE 657. FAMILY COUNSELING IN AN URBAN SETTING

Overview of theories of family therapy and study of patterns of family interaction. Techniques for improving family functioning are discussed as well as techniques for dealing with the family in group counseling. Marital counseling and parent counseling are studied. Attention is given to government and private agencies that deal with the emotional problems faced by urban families. Three credits.

GUIDANCE 660a. PRACTICUM IN GROUP WORK

An overview of theories, research, techniques, and processes in the dynamics of group counseling, with particular emphasis on the role of the leader, the participation of group members, the cohesiveness of the group, the measurement of growth of each group member. The opportunities of using group techniques for school counseling, teaching, community work, tutorial programs, and vocational and educational counseling are considered. Three credits.

MANAGEMENT 501. MANAGEMENT OF THE ENTERPRISE

An integrated analysis of the major concepts, theories, functions, viewpoints and corporate strategy of Management. Emphasis is on developing the special skills of Management to identify the total situation, a company's competitive advantage, the evaluation of performance and its future prospects. Organization theories, behavioral aspects, as well as the social and environmental impact of technological change are studied. Three credits.

MANAGEMENT 665. ORGANIZATIONAL BEHAVIOR

This seminar course is intended to provide an effective, behaviorally-oriented way of viewing and thinking about the business enterprise. Readings and critical discussion of classical and recently published works assess behavioral science theory, concepts and research findings. Three credits.

MARKETING 501. THE PROCESS OF MARKETING: A MICRO-MACRO APPROACH

Micro-macro views of the field of marketing. While the role of marketing as it fits into the total business enterprise is emphasized, attention focuses on the concepts and situations a firm must consider if it is to anticipate and satisfy consumer needs. The field is viewed from the perspective of the marketing executive who must analyze distribution problems and decide upon strategies as they serve the needs of the market-place within the goals and constraints of the firm's resources in a political, social and economic environment. Among other topics, the course offers analysis and evaluation of marketing problems anc opportunities as they affect the structure of the marketing, consumer demand, competitive situations, distribution policies, pricing, and the organizing and planning of marketing operations. Three credits.

QUANTITIVE ANALYSIS 512. STATISTICS

An intensive treatment of modern statistical concepts and methods with reference to their application in business research and decision-making. Includes major probability distributions, theory of estimation, statistical tests, regression and correlation techniques, time series analyses and index number methods. Three credits.

OF SPECIAL INTEREST

NON-CREDIT CERTIFICATE PROGRAM

BSI 28. PRINCIPLES OF REAL ESTATE FOR SALESPERSONS
BSI 37. PRINCIPLES OF REAL ESTATE FOR BROKERS

Effective November 1, 1979, persons applying for Real Estate Broker's or Salesperson's Licenses will be required to submit proof of a successfully completed course accredited by the New York State Department of Licensing.

Part I, 45 hours over 15 weeks meets minimum requirements for Salespersons. It covers: Real Estate Instruments, Contracts, Closings, Law of Agency, Fair Housing Practices, Valuation, Real Estate Financing. Part II covers: Operation of a Real Estate Office, Property Management, Leases, Condominiums, Co-ops, Property Taxes, Appraisals. Aspiring Brokers must complete Parts I and II for a total of 90 hours over 30 weeks.

In both Parts I and II, specific topics will be taught by experts in the particular field. In addition, the program director will be available for consultation and guidance.

Course Descriptions – Non-Credit Courses

BUSINESS, SECRETARIAL, AND SKILLS COURSES

BSI 1. STENOGRAPHY 1

Gregg Shorthand (beginning). This course is designed to (A) teach students how to read and write Gregg Shorthand alphabets, theory words, brief forms and phrases quickly and accurately; (B) provide students with the ability to take dictation at 40 to 60 wpm, and to transcribe sentences from notes; (C) increase and improve students business vocabulary and spelling ability; (D) develop students' ability to concentrate while taking dictation.

BSI 9. STENOGRAPHY II

Gregg Shorthand (intermediate). This course is designed to (A) review and complete the theory of beginning shorthand; (B) teach students to take dictation at speeds of 80 to 100 wpm; (C) transcribe from their shorthand notes; (D) give students practice in setting up and typing mailable copies; (E) increase and improve students' business vocabulary and spelling ability; (F) develop students' ability to concentrate while taking dictation.

BSI 2. TYPING I

The objective of this course is to gain mastery of the keyboard. Topics include the parts, functions, and care of the machine, personal and business letter arrangements, and simple business forms. Manual typewriters are used so that students will have the skill to type on both manual and electric machines.

BSI 3. TYPING II

Intermediate typewriting is a course designed to broaden the student's ability to compose at the typewriter and to achieve at least the minimal typing experience and knowledge expected of a typist, who is ready for office employment. Upon completion of the course, students will be able to perform in the following areas: horizontal and vertical centering, skill building (speed and accuracy), proofreader marks, rough draft copy, tabulations, interoffice memos, and mailable letters with envelopes. A knowledge of the keyboard is required for this course. Manual typewriters are used so that students will have the skill to type on both manual and electric machines.

BSI 4. BOOKKEEPING

The first half of this course introduces students to principles of accounting, keeping books of account, ledgers, preparation of simple financial statements. The second half continues on to payroll taxes, banking procedures, with emphasis on accounting for partnerships and corporation.

BSI 11. COMBINATION OF BSI 1 and BSI 2

For those students who wish to take both Stenography I and Typing I, a tuition reduction is available.

BSI 12. MEDICAL OFFICE PROCEDURES

This course is designed for individuals wishing to acquire skills in medical office management for positions in hospitals, clinics, doctors' and dentists' offices, and insurance companies as medical secretaries, admitting clerks, record clerks, claims adjusters, billing clerks, to name a few. Topics of discussion include receiving and handling patients, medical record keeping, billing procedures, processing of insurance forms and other hospital forms, and scheduling appointments. Basic medical terminology will be discussed as well.

BSI 18. HOW TO START YOUR OWN BUSINESS

Once you have that desire to enter business, where do you begin? In this intensive program a noted specialist in business and law covers these essential topics: choosing the correct legal form of business; advantages and disadvantages of the sole proprietorship, partnership, corporation; how to form each; contents of a partnership agreement; how to calculate needed starting capital; sources of financing and how to apply for a bank loan; Subchapter "S" Corporations and sales tax requirements. This one-day seminar is highly recommended before you commit any money to a business venture.

BSI 20. PERSONAL REAL ESTATE INVESTMENT

This course discusses the only real tax shelter left—Real Estate. Instead of just collecting rent receipts, learn the best way to hold and own property. Other topics include: methods of purchasing equity, when to buy and when to sell, how to finance and use other people's money, how to leave an estate, investing in summer homes, vacant land, small apartment houses and other "taxpayers."

BSI 42. BUSINESS MATH

This "brass tacks" course is designed to review and reinforce the student's skill in business mathematics. Topics to be examined include: calculating gross profit, trade discounts, unit pricing, fractions, payroll, budgeting, interest on promissory notes and investments, and distribution of corporate and partnership profits.

BSI 50. LEGAL OFFICE PROCEDURES

The purpose of this course is to train registrants to qualify for positions as legal secretaries—in law offices and legal departments of corporations, insurance companies and banks. Students will be taught basic legal terminology and become familiar with legal forms, contracts and torts.

BSI 52. CONTINUING EDUCATION FOR REAL ESTATE BROKERS & SALESPERSONS

This New York State approved course is designed to help licensed Real Estate Brokers and Salespersons meet the State's requirement for Continuing Education. The thirty (30) hour program of instruction (Plus final examination) will focus primarily on the following topics: 1) The Broker and Brokerage Agreements: a detailed analysis of the broker's relationship with his client and his prospect; 2) Landlord-Tenant: an in-depth examination of the landlord-tenant relationship; and 3) Closing and Finance: a discussion of both residential and commercial closings and conventional and secondary financing methods.

ADULT EDUCATION COURSES

SII 1. SPEED READING

This intensive seminar enables students to *triple* reading speed and *improve* comprehension with regular practice at home. The seminar focuses on: perceptual accuracy, techniques of skimming; rapid reading, selecting essential ideas; and reading for critical appraisal. As a result, students gain more ease and satisfaction from their business and pleasure reading.

SII 24. VOICE AND DICTION

The aim of this course is to help individuals develop more articulate and distinct modes of speech. Through individual analysis, drills, and verbal exercises, students correct inaudibility, hoarseness, regional accents, nasality, etc. The student learns how to use stress and emphasis; pause and silence to make more effective oral presentations. The class is designed primarily for those in business, civic activities, professions or those who are not satisfied with they way their own voice and diction represents them.

SII 27. INTRODUCTION TO PHOTOGRAPHY

In this course, the instructor, a professional photographer, will provide a general introduction to color and black and white photography. Topics to be discussed include: the advantages of different types of cameras, the use of various lenses, choosing films, using available and artificial light including a flash, metering, composition and aesthetics. The emphasis will be on picture-taking (no darkroom work will be included). A field trip will be arranged. Assignments will be given and the results will be discussed. It is essential that each student own a camera with adjustable controls (aperture, speed and focus).

OF SPECIAL INTEREST

NON-CREDIT TRAVEL AGENT PROGRAM

For those intending to enter the travel field, or professionals seeking greater skills, a certificate is available upon completion of the following two courses in the Travel Agent Program.

BSI 23. TRAVEL I: TOOLS OF THE TRAVEL AGENT; TRAVEL GEOGRAPHY; GROUP, INCENTIVE, AND CONVENTION SELLING

Develop the ability to use domestic and international travel reference materials: fare constructions; ticketing; commission determinations; world geography; industry procedures and regulations. In-depth examination of and selling approach necessary to reach the high-yield travel specialties of groups, incentives, and conventions.

BSI 25. TRAVEL II: TOUR PROGRAMS ANALYSIS AND CLIENT APPLICATION; EFFECTIVE SALESMANSHIP

Learn in-depth brochure analysis and develop ability to select proper ingredients for client tours and programs. Understand tour content and the application of hotels, sightseeing, and attractions in relation to client needs. Develop selling skills necessary to the travel agent: selling techniques; client and industry psychology for increasing sales; follow-up procedures; direct-mail appeal and paper work.

ADULT EDUCATION COURSES

SII 45. ENGLISH AS A SECOND LANGUAGE

A course for non-native speakers of English designed to help develop fluency in conversation and writing. Emphasis on understanding basic English grammatical structures, as well as on listening and speaking in informal situations.

SII 47. DRAWING AND PAINTING

Ideas of space, color, form and composition as well as methods of drawing and painting that will enable both the beginner and the more advanced student to learn techniques quickly and easily. Instruction on an one-to-one basis is designed to increase awareness of possibilities while encouraging individual expression.

SII 69.BASIC GUITAR

A class for beginners in acoustical (non-electric) guitar working with fingerboard techniques, chords, scales and the reading and harmonization of simple melodies in popular and folk styles. Students are expected to furnish their own guitars.

SII 77. STAINED GLASS WORKSHOP

An introduction to the craft of Stained glass construction. Various techniques will be discussed and demonstrated. Students will cut and assemble a window using the copper foil or the Tiffany technique with stained glass construction from a design of their choice. Classes will be conducted on-site at "All-By-Hand" studios: 7810 3rd Ave. (Bay Ridge). All materials are included. Class limited to 15 students and all students must register by mail.

SII 112. INTRODUCTORY ITALIAN

Introductory speaking, reading and understanding Italian with emphasis on contemporary culture.

SII 117. 19TH CENTURY NEW YORK AS SEEN FROM GREEN-WOOD CEMETERY

A unique historical, biographical, and visual presentation of how New York became the greatest city of the western world during the 19th Century. Combining lecture and color slides with field trips to one of the country's most beautiful cemeteries, Margaret and William Ward, recognized authorities on Green-Wood Cemetery, have prepared a course that traces the commercial, social, political and cultural development of New York as seen through the people of Green-Wood. Such diverse types as DeWitt Clinton and "Boss" Tweed, Peter Cooper and Stephen Whitney, Isaac Hall Brown and Ward McAllister, Laura Keene and Lola Montez are just a few of the exciting personalities in permanent residence who raised the temperature of society while contributing to the city's greatness and vibrancy.

SII 118. ASSERTIVENESS TRAINING: DEVELOPING SELF-AUTHORITY IN YOUR RELATIONSHIPS

This experiential workshop helps registrants develop the ability to express feelings and intentions openly and forcefully. Topics to be examined include the study of assertive, aggressive, and unassertive behaviors. Feedback on individual assertion problems is provided.

SII 141. BIOFEEDBACK TRAINING

Through progressive relaxation, breathing techniques; autogenic phases, mental imagery and biofeedback training; you will learn important ways for reducing stress in daily life, and effective techniques for enhancing your sense of well-being.

SII 142. NONFICTION WRITING WORKSHOP

In this course, a free-lance magazine writer shares hints, insights and attitudes about writing and selling non-fiction. Simple exercises will lead the students along a common-sense path to publishable writings.

SII 201. WEIGHT CONTROL WORKSHOP

Principles of behavior modification applied to weight reduction and maintenance of ideal body weight. Through lecture, discussion, problem-solving, and role-playing, participants will learn specific practical techniques to control body weight.

SII 205. VOCABULARY BUILDING FOR ADULTS

Through systematic study of new words, word parts, word differences and similarities, Greek and Latin roots, and techniques for enlarging one's *working* vocabulary—words actually used daily in speech and writing. In class, methods will be taught for home practice so as to develop "word pool" that increases each week.

SII 223. CREATIVITY WORKSHOP FOR CHILDREN

The goal of this workshop is to introduce youngsters, between the ages of six and ten, to various forms of creative expression. The underlying theme of legendry (North American Indian, Greek, Far Eastern and African) will serve as the framework for a number of activities including: construction of masks (from paper, paste and paint); music and dance; mime and theatre games. Recommended Attire: Comfortable clothing and sneakers.

SII 224. CALLIGRAPHY

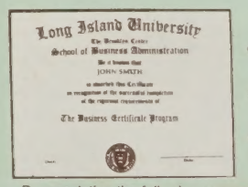
Everyone loves to receive hand-lettered stationery and wedding invitations. Now is the chance to learn how it is done! Students will be taught to write in the italic alphabet form and develop his/her own individual style. In addition, students will gain knowledge and experience in the design and layout aspects of lettering. Cost of materials not included.

SII 225. CREATIVE HANDICRAFTS

The goal of this course is to provide students with an introduction to a variety of basic skills and techniques in handicrafting in an informal workshop setting. During the first 7 weeks, individual and group instruction will be offered in knitting, crocheting, embroidery, needlepoint, macrame, quilting and rugmaking techniques. The second 7 weeks will be devoted to the fundamentals of jewelry-making. Participants will gain hands-on experience working with beads, silver, brass and copper to create original pieces using hammering, wire-wrapping and etching. Cost of materials not included.

ADDITIONAL ADULT EDUCATION COURSES ON BACK FLAP

The School of Business Administration
WELCOMES YOU BACK TO THE JOB MARKET . . .


Long Island University
The Brooklyn Center
School of Business Administration
JOHN SMITH
The Business Certificate Program

PREPARE YOURSELF!

- For housewives returning to the job market after raising a family
- For those planning to begin new and/or different careers
- For High School graduates interested in enhancing their market position

By completing the following program (twenty-four credits) you will receive The Business Certificate intended to help you enter or re-enter the job market or get a better and more interesting position.

THE BUSINESS CERTIFICATE PROGRAM

ACC	1	— Principles of Accounting I
ACC	2	— Principles of Accounting II
ACC	145	— Federal Income Tax
LAW	21	— Introduction to Law and Legal Reasoning
LAW	22	— The Legal Environment of Business
IIS	101	— Elements of Data Processing
MGMT	1	— Principles of Management
MSC	130	— Report Writing for Business

All stuoerts enrolled in the Business Certificate Program may apply for admission to the University as baccalaureate degree candidates upon completion of the Program. High School diploma or its equivalent is required.

Long Island University University Center, Greenvale, New York

LOC	SOC. SEC. NO.	DATE
B	085 30 0941	02 25 81

EMPLOYEE'S STATEMENT OF EARNINGS AND DEDUCTIONS

TOT. HRS.	O/T HRS.	REG. PAY	O/T PAY	OTHER EARN	TOT. EARN	SOA	SRA
				400 00	400 00		

TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX	TIAA
400 00	31 05	26 60	7 84	68	

HOSP.	LIFE INS.	U. DUES	BONDS	OTHER DED.	NET PAY
					333 83

CONTINUING ED. FALL 1980

YEAR TO DATE				
TAXED GROSS	FED. W/H	F.I.C.A.	N.Y.S. TAX	N.Y.C. TAX
400 00	31 05	26 60	7 84	68

164328

December 29, 1980

_____
_____
_____

Dear_____

After much thought I have decided not to continue teaching the course.

I am very sorry, but if you read the attached letter which I have sent to the school you'll know why. (I have crossed out the students name as that is not important).

I am very sorry if you were unhappy with the way I taught the course. I am hoping that you learned enough from it to have made it not a total loss on your part.

The school I am sure will contact you shortly.

Hoping you have had nice holidays.

Sincerely,

Aida M. Rentas

December 29, 1980

Long Island University
University Plaza
Brooklyn, N.Y. 11201

Re: Jewelry Appraisal Course
Sept 27- January 24th

Attn: Joyce Fenster

Dear Ms. Fenster:

Please be advised that I cannot continue with the above mentioned course and have written the students and notified them.

I taught the course thru December 19th, at which time, one of the students, Mr. Herbert Benton, who had not been to class for two weeks, seriously objected to the way I was teaching the course. He felt I was wrong in assigning research homework to the students(I had given each student a topic to research after myself having covered it fully) Diamonds, Gems, Gold, Silver, etc. everyone eagerly accepted the assignment at which he was not present). He accused me of being totally unprepared to teach the course, said everyone was unhappy, etc. etc.

I am under emotional strain under the pressure of having to cope with the death of a loved one, and I was unable to handle his outbreak. I also have decided that I am unwilling to go back to class after that. I realize that this is probably out of order, for which I am sincerely sorry.

I feel that the students, have learned an awful lot from the course and will not be missing anything. again, my apologies.

I await your reply as to what to do next.

Very truly yours,

Aida M. Rentas

Aida M. Rentas
106 W. Central Avenue
Spring Valley, N. Y. 10977

COURSE DESCRIPTION

What you always wanted to know about Antique, Costume and Fine Jewelry and could not get anyone to tell you.

This course will be a comprehensive and accurate presentation of facts necessary to enable you to be knowledgeable in the buying and selling of jewelry. We will familiarize you with the industry's termonology.

Some of the material which will be covered in detail is as follows:

Precious Metals: Gold, Silver, Plat.

Weights and Measures

Hallmarks

Stones: Precious, Semi-Precious and others

Basic Styles of Jewelry Chains

Basic Kinds of Mounting and Settings

Automation verses Hand-Made

Coins

Antiques

Ivory, Enamel, Jade

Selling your Own Gold

Unsophisticated Gold buying pushes prices up . . . . . .

Questions and Answers session

BROOKLYN CENTER

Long Island University

University Plaza
Brooklyn, New York 11201
Telephone 212-834-6020

Institute for Continuing Education

August, 1980

Dear Continuing Education Faculty Member:

I am delighted to welcome you to the Continuing Education Faculty (or welcome you back if you are a "veteran" faculty member) as we approach the start of the Fall, 1980 semester.

You will notice as you examine the enclosed Bay Ridge brochure that this Fall marks Long Island University's 6th year at Xaverian High School. We, in Continuing Education, are proud to be able to introduce and perpetuate a broad range of non-credit courses that add to the intellectual and cultural life of the Bay Ridge community.

Please take this opportunity to note the starting date and time of your course, in addition to the academic calendar as observed at our Bay Ridge Center.

As the actual beginning date draws near, a representative from the Continuing Education office will contact you (by telephone) with confirmation that your course is running. Your classroom assignment will be posted in the first floor lobby of Xaverian High School.

I have also enclosed your contract for the Fall, 1980 semester and an "Employee's Withholding Allowance Certificate" (W-4 Form). Please check to see that all contract information is accurate. Two signed copies of the contract (including the original) and the W-4 form should be returned to my attention at the address listed above. An additional copy is to be retained for your files.

Please be advised that throughout the semester, all special requests e.g. audio-visual equipment or xeroxing of materials should be relayed to me at least one week in advance of date required.

If you have any question whatsoever regarding your teaching assignment at Bay Ridge this fall, please don't hesitate to contact me at the telephone number listed above.

Thank you for your contribution to LIU's Continuing Education Program in Bay Ridge. We look forward to a successful and exciting Fall semester.

Cordially,

Joyce Fenster

Joyce Fenster
Director
Non-Credit Programs

JF:ck
enclosures

LONG ISLAND UNIVERSITY
THE BROOKLYN CENTER
OFFICE OF CONTINUING EDUCATION / UNIVERSITY PLAZA / BROOKLYN, NEW YORK 11201

August 26, 1980

Mr. Aida Rentas
106 West Central Ave.
Spring Valley, New York 10977

Dear Ms. Rentas,

I am delighted that you will be joining the Continuing Education faculty this coming semester.

As discussed, you will be conducting the following program:

Title: Jewelry Appraisal
Dates: September 27-January 24
Time: Saturday 1:00-3:00
Compensation: $560.00 based on minimum enrollment of ____.

We have every expectation that your course will receive the appropriate enrollment. However, if the minimum enrollment indicated above is not achieved, we must reserve the right to cancel the program, always in consultation with the faculty member. You will be receiving more information (e.g. room assignments, administrative procedures, etc.) from this office in the near future.

If these terms are consistent with your understanding, would you please sign this letter of agreement in the space provided below and return it for our records. We have enclosed an additional copy for your files.

Again, thank you for your willingness to contribute to Long Island University's Continuing Education program, and I hope and trust your course will be a significant learning experience for students and instructor alike.

Cordially,

V. Marrow

Dean Victor B. Marrow

_____
Social Security Number

_____ _____
(signature) (date)